



**STATE OF MISSISSIPPI**  
**MISSISSIPPI STATE BOARD OF FUNERAL SERVICE**  
**Dolores Killebrew-Kenney**  
Executive Director

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January 30, 2004

Mr. Phil Bryant, State Auditor  
Office of the State Auditor  
Post Office Box 956  
Jackson, MS 39205

Dear Mr. Bryant:

I am in receipt of your letter dated January 27, 2004. The following is the Response and Corrective Action Plan for the Mississippi State Board of Funeral Service to the 2003 compliance audit performed by your office.

If I can be of further assistance in this matter, please do not hesitate to call me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dolores Killebrew-Kenney", with a long horizontal stroke extending to the right.

Dolores Killebrew-Kenney

Enc:

RESPONSE AND CORRECTIVE ACTION PLAN OF THE  
MISSISSIPPI STATE BOARD OF FUNERAL SERVICE  
IN RESPONSE TO COMPLIANT AUDIT 2003

Findings:

Purchase Orders Should Be Prepared and Approved Prior to the Ordering of Good and Services

Response:

The Mississippi State Board of Funeral Service will make every effort to comply with State law concerning the preparation of purchase orders. In the future purchase orders will be prepared prior to goods and services being ordered.

Findings:

Interest Earned on Bank Account Should Be Deposited into the General Fund

Response:

The interest will be correctly deposited in the General Fund in a timely manner.

Findings:

Cash Receipts Should be Deposited Promptly and Transferred Timely

Response:

The agency will attempt to make transfers to the clearing account as promptly as possible. Deposits are usually made late in the evening. The CR and check are placed in the handmail on the next day. It can possibly take two - three days for the money to be deposited in the clearing account due to the timing of the deposit and the money being received at the Treasury. The agency will make efforts to expedite the process.